



Guidance on project management



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 - Australian Industry and Defence Network
 - Consult Australia
 - Department of Defence (Australian Government)
 - Engineers Australia
 - National Association of Women in Construction
 - Project Management Institute
 - Swinburne University of Technology
 - The Project Governance and Controls Symposium
 - University of Technology, Sydney
-

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Australian Standard[®]

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PREFACE

This Standard was prepared by the Standards Australia Committee MB-012, Project Management.

The objective of this Standard is to provide guidance for project management and can be used by any type of organization, including public, private or community organizations, and for any type of project, irrespective of complexity, size or duration.

This Standard is identical with, and has been reproduced from ISO 21500:2012, *Guidance on project management*.

As this Standard is reproduced from an International Standard, the following applies:

- (a) In the source text 'this International Standard' should read 'this Australian Standard'.
- (b) A full point substitutes for a comma when referring to a decimal marker.

The term 'informative' has been used in this Standard to define the application of the annex to which it applies. An 'informative' annex is only for information and guidance.

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INTRODUCTION

This International Standard provides guidance on concepts and processes of project management that are important for, and have impact on, the performance of projects.

The target readership for this International Standard is the following:

- senior managers and project sponsors, in order to provide them with a better understanding of the principles and practice of project management and to help them give appropriate support and guidance to their project managers, project management teams and project teams;
- project managers, project management teams and project team members, so that they have a common basis upon which to compare their project standards and practices with those of others;
- developers of national or organizational standards, for use in developing project management standards, which are consistent at a core level with those of others.

AUSTRALIAN STANDARD

Guidance on project management**1 Scope**

This International Standard provides guidance for project management and can be used by any type of organization, including public, private or community organizations, and for any type of project, irrespective of complexity, size or duration.

This International Standard provides high-level description of concepts and processes that are considered to form good practice in project management. Projects are placed in the context of programmes and project portfolios, however, this International Standard does not provide detailed guidance on the management of programmes and project portfolios. Topics pertaining to general management are addressed only within the context of project management.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1**activity**

identified component of work within a schedule that is required to be undertaken to complete a project

2.2**application area**

category of projects that generally have a common focus related to a product, customer or sector

2.3**baseline**

reference basis for comparison against which project performance is monitored and controlled

2.4**change request**

documentation that defines a proposed alteration to the project

2.5**configuration management**

application of procedures to control, correlate and maintain documentation, specifications and physical attributes

2.6**control**

comparison of actual performance with planned performance, analysing variances and taking appropriate corrective and preventive action as needed

2.7**corrective action**

direction and activity for modifying the performance of work to bring performance in line with the plan

2.8**critical path**

sequence of activities that determine the earliest possible completion date for the project or phase

2.9**lag**

attribute applied to a logical relationship to delay the start or end of an activity